



GRAPHIC DESIGNER SERVICES

Cottonwood Heights, Utah is a Utah municipality that is located in the southeast quadrant of Salt Lake County and is bounded by approximately 1300 East on the West, approximately 3800 East on the East, I-215 on the North and approximately 8200 South on the South. The City has about 33,500 residents residing in approximately separate 13,200 households.

Description of Services: Cottonwood Heights is accepting submissions for graphic designer services. The City is looking for a talented and experienced designer that is skilled and creative in producing a variety of graphic arts materials for diverse projects and events. The major component of this service will be the layout and design of the monthly Cottonwood Heights newsletter. This person will also work with various staff members and committee members to produce graphic material specific to city events.

Knowledge/Skills/Abilities: Creativity, flexibility, attention to detail; deadline-oriented; working closely with staff members, printing services contractors and city committees; good knowledge of grammar, spelling and punctuation.

Proposal Requirements: Responses to this request for services are required to be submitted to Linda W. Dunlavy, Deputy City Manager, at 1265 E Fort Union Blvd, Suite 250, Cottonwood Heights, UT 84047 no later than 4:00 p.m. on 11 April 2014. No late responses will be accepted. Each submission must include the following:

Price: The proposed hourly rate for services.

Qualification and Relevant Experience: Describe, in sufficient detail, qualifications and experience with similar projects. Provide references and contact information.

Portfolio: Provide a portfolio of past work which gives a representation of abilities and skill level.

Evaluation Criteria and Selection Process: Proposals submitted in response to this request will be reviewed and ranked by a selection committee on the basis of hourly fee, qualifications and relevant experience, and references.